

**MINUTES OF THE**  
**AD HOC COMMITTEE TO SELECT DIRECTOR OF**  
**HUMAN RESOURCES DEPARTMENT**

**WEDNESDAY, MARCH 21, 2007**

At a meeting of the **Ad Hoc Committee to Select Director of Human Resources Department**, held Wednesday, March 21, 2007, in the Board Library, on the 9<sup>th</sup> Floor of the Administration Building, Mt. Clemens, the following members were present:

Lund-Chair, J. Flynn, Slinde, Tocco and Vosburg.

**Other Commissioners Also Present:**

Commissioner Rengert  
Commissioner Roberts

There being a quorum of the committee present, Chair Lund called the meeting to order at 9:40 a.m.

**AGENDA**

**MOTION**

A motion was made by Slinde, supported by Vosburg, to adopt the agenda, as presented. **The Motion Carried.**

**DISCUSS PROCESS FOR HIRING HUMAN RESOURCES DIRECTOR**

Ms. Karlyn Semlow, Human Resources Coordinator, summarized the information that was provided regarding recruitment efforts, which included an RFP framework that could be used, a list of possible firms, additional services that may be provided, approximate costs and advertising resources.

**REQUEST FOR \$25,000 BUDGET**

Discussion took place regarding what should be included in the RFP and the appropriate timeframe for that process. It was decided that Ms. Semlow and Mr. Brumbaugh would work together to develop and send out the RFP and committee will review the qualified RFP's. It was also decided that Chair Lund will review the RFP before it is sent out and if there are any concerns, it will be brought before committee.

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY SLINDE, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A \$25,000 BUDGET FOR THE AD HOC COMMITTEE TO SELECT DIRECTOR OF HUMAN RESOURCES DEPARTMENT FOR THE PURPOSE OF HIRING A CONSULTING FIRM AND OTHER EXPENSES RELATED TO THE SEARCH FOR THE DIRECTOR. **THE MOTION CARRIED.**

(Note: this item was waived to the Full Board by the Personnel Committee Chair.)

**ADJOURNMENT**

**MOTION**

A motion was made by Vosburg, supported by Tocco, to adjourn the meeting at 10 a.m.  
**The Motion Carried.**

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Corinne Bedard  
Committee Reporter